***Job Description - Boury Academy Work Experience***

The work experience colleagues will have a large variety of responsibilities in this role split across the various facets of the organisation.

**Studios**

* Liaising face to face with industry hires and visitors and ensuring a high standard of customer service
* Organising studios bookings in cooperation with studios team
* Administrative support to main studios team

- Assisting with email queries

* Helping to keep studios maintained to a high professional standard
* Dealing with phone queries and taking calls in the Boury studios office
* Contributing to development meetings for the future growth of the Studios
* Assisting the Studios with the safeguarding of Wyvil Pupils whilst the school is open
* Assisting with the generation of new business at the Boury Studio
* Researching potential clients to get in contact with - Production Companies etc.

**Agency**

* Researching industry connection opportunities- showcases casting directors etc
* Helping with phone queries
* Helping to organise and maintain client details and information
* Contributing to development meetings for the future growth of the agency

**Academy**

* Administrative assistance
* Dealing with email and phone queries
* Helping to create and manage class registers and schedules
* Engaging with and speaking to academy students and parents as a point of contact when the studios are open
* Contributing to development meetings for the future growth of the academy

If you are interested in applying please do send us a copy of your CV and a short

cover letter explaining why you think you would like to work with us.

Please email this to [**info@thebouryacademy.co.uk**](mailto:info@thebouryacademy.co.uk)**.**